

**Capital Improvement Planning Advisory Committee  
Town of East Windsor  
11 Rye Street  
East Windsor, Connecticut 06088**

**MINUTES OF SPECIAL MEETING**

**Saturday, February 25, 2012 at 9:00 a.m.**

These minutes are not official until approved at a subsequent meeting.

Members Present: Denise Menard, Dale Nelson, Len Norton, Kathleen Pippin,  
Richard P. Pippin, Jr., Joseph Sauerhoefer and Al Rodrigue  
Members Absent: Joseph Pellegrini  
Others: Catherine Cabral  
Press: None

**I. Call to Order:**

First Selectwoman Denise Menard called the Special Meeting to Order at 9:30 a.m. in the East Windsor Town Hall, Conference Room, East Windsor, Connecticut.

Ms. Menard indicated that Ms. Cabral has indicated the Committee should decide on a percentage of the budget they want to request for the projects. She gave to all members copies of the ranking sheets and all of the projects which have been requested. Ms. Nelson inquired about the IT Department's request and if that request could be bonded. Ms. Cabral indicates software cannot be bonded. Ms. Menard questioned that the IT request is more of IT restructuring, not entirely software. Ms. Cabral indicated financial advisors have indicated that bonding should be done for bigger projects of a minimum of a million dollars. Ms. Cabral went onto explain that went bonding projects, projects should be physical items, such as trucks, fire trucks, infrastructure projects of buildings and roadways which is considered a long term investment for the Town. Ms. Menard gave an example of South Water Street repair or perhaps the boiler replacement at the Town Hall. Mr. Pippin suggested adding such bonding to the North Road Sewer Project, but Ms. Cabral indicated it cannot be done on that particular project due to the grant monies from the USDA.

A brief discussion was held regarding the document which was distributed.

**II. Attendance**

Dale Nelson  
Len Norton

Kathleen Pippin  
Richard P. Pippin, Jr.  
Al Rodrigue  
Joseph Sauerhoefer  
Denise Menard, First Selectwoman  
Catherine Cabral, Treasurer

### **III. Public Participation**

None

### **IV. New Business**

#### **a. Approval of February 13, 2012 Meeting Minutes**

It was **MOVED** (Nelson) and **SECONDED** (Pippin) and **PASSED** (6-0)(J. Sauerhoefer abstained) that the Capital Improvement Advisory Committee approves the minutes of February 13, 2012 Special Meeting as presented.

#### **b. Discussion and Ranking of Capital Improvement Requests**

In the beginning of the meeting, Ms. Cabral gave to the Board Members the ranking sheets and a list of all projects requested. They began discussing the sheets and the columns within the sheets and what those columns represented.

A discussion between the Committee Members and Ms. Cabral regarding the projects, the five year plans, on-going projects, and completed projects was held.

Due to the confusion, Ms. Menard suggested they Ms. Cabral discuss the sheet entitled "CIP 2012-2013 Projects Ranking Sheet" and discuss the ongoing projects for fiscal year 2013. Broad Brook Fire Department four Scott Packs in the amount of \$25,000 and four Scott Bottles in the amount of \$15,000 was the first project discussed. Ms. Cabral questioned if this is an ongoing project or if it is no longer needed. She mentioned that Warehouse Point Fire District did not request, but apparently has put in the regular budget. Broad Brook Fire Department thermal cameras were also mentioned as an ongoing project. It was determined that the Scott Packs were not recommended by OSHA but NFPA recommended.

A lengthy discussion began about funding other capital projects for the fire departments and other departments to maintain a five year plan, such as fire trucks and public works trucks.

Ms. Cabral indicated that the amount of funds budgeted has been a tight amount. Last year, the capital improvement projects were only funded at

\$485,000 and it was a percentage of the overall budget. The upcoming grand list has only grown slightly and this year there will only be so much funding available due to budgetary constraints. She suggested that public works vehicles maybe leased. The lease could be for five years at a set amount and that way the trucks will be on some sort of rotation, as the police department's vehicles are. Mr. Sauerhoefer suggested funding other projects, a little at a time so within the five or six years, funds will be available to complete the projects. Ms. Menard agreed with Mr. Sauerhoefer's philosophy; however, she indicated the computer refresh is a necessity at the present time. The funds used for the computer refresh this year will not be needed next year and those extra funds can be used in other areas.

The discussion then went back to the ranking sheet and the Broad Brook Fire Department and the Scott Packs and bottles. The total amount of funding is \$40,000. Ms. Cabral reminded everyone that this is a five year plan and it is an ongoing project.

Ms. Cabral inquired about the Board of Education ongoing project of the concrete curb/entrance walk/repave middle school in the amount of \$25,000. Again, Ms. Cabral indicated this is an ongoing project.

Board Recessed at 10:13 a.m.  
Board Reconvened at 10:24 a.m.

Ms. Menard indicated that Ms. Cabral went to her office during the break and has made a new sheet which may be clear for everyone to understand and follow. Ms. Menard indicated that each department has ranked each project and the ranking is as follows:

M = Mandated or obligated  
C = Critical repair/improvement  
S = Scheduled repair or improvement  
D = Deferrable

She also indicated that the Committee ranking is 1-5 (1 = highest priority to 5 = lowest priority).

Ms. Menard indicated that she would like each Committee Member to look over this list and do their ranking on each project. Once that is completed, all that information will be gathered and a list of all the rankings will be generated.

They began speaking of the projects listed on the sheet beginning with the Fire Departments and their requests of thermal cameras of two for each department. It is listed as a critical repair. A discussion was held regarding how many

cameras the departments currently have and how many cameras they are required to have or may need. Ms. Cabral indicated the money has already been allocated for those cameras. Ms. Menard indicated they were funded last year and this could possibly be a repeat request. Mr. Pippin commented that they gave eight cameras total, four to each department. The cost of two cameras is \$26,280. Ms. Menard indicated that currently there is a total of \$26,280 in reserves because it is an ongoing project. The discussion continued about the number of cameras that are needed six or eight and how many cameras would be funded. Ms. Menard indicated everyone is to do their ranking separately and once those rankings are completed, they will be tallied into another spreadsheet as the majority priority ranking.

The next request from the Fire Departments discussed was the replacement fire trucks. Ms. Menard suggested a new line be developed as a replacement of fire trucks and the goal of that line approximately one million dollars, and funding a portion of that line this year and keeping the line open as a place holder. Ms. Menard then mentioned the ranking of the parking lot and renovations of the fire house and in accordance with the legal opinion, this would not be entertained.

Ms. Menard then suggested the rest of the list should be reviewed by each Committee Member later and return said list to the Selectmen's Office or Treasurer's Office so the rankings can be tallied and a new list can be generated.

Ms. Menard then began discussing what the Committee's goal was in terms of how much of a percentage of the budget the Committee would like to fund the projects. Ms. Menard, Ms. Nelson, Mr. Norton, and Mr. Pippin all agreed they would advocate a 2% of the budget which is approximately \$662,833 for funding. Ms. Cabral advised the members that last year the CIP budget was only \$485,000 and cautiously advised the Board that 2% of the budget is not realistic. The conversation continued and Mr. Sauerhoefer agreed with the 2% figure, but would like even more to be funded. Ms. Cabral commented that she believes that 1.5% to 1.75% would be a more realistic figure due to the tight budget constraints.

The discussion continued about the current requests of the Board of Education, ongoing projects and completed projects. Ms. Cabral commented that every year there are discussions with the Board of Education regarding the difference between general building maintenance and capital improvements and which projects belong in their operational building maintenance lines and which belong in the CIP requests. Mr. Sauerhoefer reminded everyone that the ADA requirements which are being requested have to be done due liability reasons. The projects, such as, replacements of sinks, counters, and carpets should be general building maintenance and not capital improvements. But other

projects, such as, ADA accessible bathrooms and doors and possibly cameras, are CIP projects and will eventually be mandatory in the next few years.

Ms. Menard then began speaking of the IT requests. She gave to all Committee Members and revised estimate as to the cost of the software updates and the infrastructure upgrades. She indicated new workstations would not be necessary at this point and probably could wait until next year. The main priority would be dealing with the infrastructure and software upgrades. The requests from various departments for laptops, desktops, and printers will be all bundled into the IT Department; however, they cannot be entertained due to the fact there is no current inventory of the equipment each department has. This will be corrected in the near future. It was suggested the project be done in two phases and therefore splitting the cost over two years. Ms. Menard indicated that the one general piece with the infrastructure and software has to be done all at once due to the servers involved. The total request is at \$154,000; however, by taking out the new workstations, the cost would drop to approximately \$130,000. Ms. Menard indicated that this is an imperative project because if the servers shutdown, there will be a terrible hardship on the Town. The server that is currently in use is approximately 20 years old.

A lengthy discussion was held regarding upgrading of the computer infrastructure.

Mr. Norton gave to all Committee Members a document entitled "Town of East Windsor, Recommended Replacement Intervals" dated February 21, 2012, regarding the life cycle for the DPW vehicles and equipment for their review while completing their ranking sheets.

Ms. Menard reminded everyone of the ranking system.

### **c. Set Next Meeting Dates**

Ms. Cabral reminded everyone that the budget is being presented to the Board of Finance on March 14, 2012. Ms. Menard remarked that once the ranking sheets are returned, a new spreadsheet will be generated and the next meetings should be short. It was decided the meeting will be scheduled for Wednesday, February 29, 2012 at 7:30 p.m. at the Town Hall.

**V. Adjournment**

It was **MOVED** (Rodrigue) and **SECONDED** (Sauerhoefer) and **PASSED** (U) that the Capital Improvements Advisory Committee adjourns the February 25, 2012 Special Meeting at 11:28 a.m.

Respectfully Submitted,

Denise M. Piotrowicz  
Recording Secretary